

Report Date: 22 Jan 2014

Summary Report for Individual Task
805B-79T-4803
Conduct Guidance Counselor Resource Center Enlistment Procedures
Status: Approved

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DESTRUCTION NOTICE: None

Condition: Your senior guidance counselor (SGC) has assigned you a fully qualified applicant for enlistment. You have access to Guidance Counselor Resource Center (GCRC), MEPCOM Integrated Resource System (MIRS), Recruit Quota System (REQUEST) and all applicable regulations and publications. Standard MOPP conditions do not exist for this task. See the MOPP statement for specific conditions.

Standard: Enlist a qualified applicant into theArmyNationalGuard(ARNG)or Army Reserve (AR).

Special Condition: None

Safety Level: Low

MOPP: N/A

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Log in to GCRc using the US Army Accessions Command Enterprise Portal.
 - a. Log in to the portal using a CAC or ID with password.
 - b. Select "GCRc" from the left side menu under "Applications".
2. Perform GCRc enlistment procedures.
 - a. Verify original enlistment source documents are in the electronic records management (ERM) IAW AR 601-210.
 - b. Review applicant's physical for qualifications IAW DA PAM 611-21.
 - (1) Check DD form 2808 blocks Qualified and PULHES; height; color vision; red and green vision; distant and near vision; identifying body marks such as scars or tattoos.
 - (2) Check DD form 2807-1 for marijuana, alcohol, and any other drug usage, and law violations.
 - (3) MEPCOM form 40-1-15-E Review for law violation to match DD2807-1, or school suspensions.
 - (4) SF 600 (If applicable) for Airborne stamp is on DD 2808.
 - (5) Verify that information on USAREC Form 1241 matches that of the DD 2808.
 - (6) Scan all medical "working copies" at this time.
 - c. Review qualification questions and SF 86 questions with the applicant IAW USAREC Reg 601-96.
 - d. Sign, save, and print SF 86 and signature pages.
 - e. Review and complete the GCRc 680-ADP.
 - (1) Select "Check MEPCOM data".
 - (2) Physical type, date, and pass or fail.
 - (3) Math and science.
 - (4) Prior service data.
 - (5) Promotion (if applicable).
 - (6) Save and select "Submit to REQUEST".
 - f. Log into REQUEST system.
 - g. Select "Reservation Processing".
 - (1) Enter applicants SSN and select "go".
 - (2) Select the "review/update data" tab to verify data populated from GCRc.

- (3) Determine if reservation is a "temporary" or "make reservation".
- (4) If this is "make reservation" go to performance step i.
- (5) Verify that the temporary reservation is in fact the job the applicant wants.
- (6) Determine if the Military Occupational Specialty (MOS) selected by the applicant requires a security clearance.
- (7) If applicant has a temporary reservation that requires a security interview, complete USAREC Form 1227 and send to the Security Technician (ST).

h. Convert temporary reservation to permanent

- (1) Navigate to the "Process Applicant" screen
- (2) Enter applicants SSN
- (3) Select "Convert to permanent"
- (4) Close out document and verify that correct incentives were given to the applicant.
- (5) Select "Send record to ARISS"
- (6) Select "Send reservation letter"
- (7) Print new reservation letter

i. Make Reservation

- (1) Select "Reservation" tab
- (2) Select "Applicant name"
- (3) Select "Make Reservation"
- (4) Update data on Training type, Reservation type, College credit hours,
- (5) Select "Verify"
- (6) Preference Screen (input reception station (RECSTA) dates, specific MOS, etc.
- (7) Select "Next"
- (8) On the "Opportunities" screen choose "MOS and incentives", show MOS video
- (9) Select "Next"
- (10) Select a Partnership for Youth Success (PaYS) program
- (11) Select "UNCM" radio button

(12) Review reservation with applicant and click "Reserve"

(13) Click Hyperlink "Print all"

(14) Return to process applicant screen

(15) Enter applicant SSN

(16) Select "Send record to ARISS"

(17) Select "Send reservation letter"

(18) Close REQUEST

j. Return to GCRc and refresh the screen

(1) Left click on appropriate applicant

(2) Select "process an applicant"

(3) Select "Annex Forms"

(a) Brief annex, sign and save to ERM, print and close screen

(b) Select DD Form 2366, brief, sign and save to ERM, print and close screen

(c) Select "PaYS" USAREC Form 1202, brief, sign and save to ERM, print and close screen

(4) Select DD Form 1966, brief, sign and save to ERM, print page 1 and close screen

(5) Validate everything saved into ERM

k. Assemble all required documents and submit to SGC who will review applicant's enlistment record to ensure completeness and accuracy prior to MEPCOM processing for the pre-enlistment interview (PEI), and swear-in ceremony.

l. Send applicant and required forms to MEPCOM operations for PEI processing.

Note: Upon return of PEI processing, SGC will review, brief and complete appropriate entries on DD Form 4 IAW USAREC Reg 601-96. Direct applicant to MEPCOM for swear-in.

NOTE: After oath of enlistment the SGC will scan completed DD Form 4, DD Form 93, and MEPCOM 680-ADP from MIRS showing DEP-IN and date of ENTNAC submission into ERM, and confirm enlistment in REQUEST.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction should the Soldier experience minor difficulty. Consider directing self-study or on-the-job-training for Soldiers who experience major difficulties in task performance.

Evaluation Preparation: This task may be evaluated by two methods;

a. Self Evaluation. Perform the task on the job using the materials listed in the Conditions Statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.

b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition Statement to accomplish the task. When you feel they are able, have them perform the task on the job. Grade them using the Performance Measures, IAW the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
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c. Reviewed qualification questions and SF 86 questions with the applicant IAW USAREC Reg 601-96.			
d. Signed, saved, and printed SF 86 and signature pages.			
e. Reviewed and completed the GCRc 680-ADP.			
(1) Selected "Check MEPCOM data".			
(2) Physical type, date, and pass or fail.			
(3) Math and science			
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(5) Promotion (if applicable)			
(6) Saved and selected "Submit to REQUEST"			
f. Logged into REQUEST system			
g. Selected "Reservation Processing"			
(1) Entered applicants SSN and select "go"			
(2) Selected the "review/update data" tab to verify data populated from GCRc			
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h. Converted temporary reservation to permanent			
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(2) Entered applicants SSN			
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i. Made Reservation			
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(6) Preference Screen (input reception station (RECSTA) dates, specific MOS, etc.			
(7) Selected "Next"			
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(12) Reviewed reservation with applicant and click "Reserve"			
(13) Clicked hyperlink "Print all"			
(14) Returned to process applicant screen			
(15) Entered applicant SSN			
(16) Selected "Send record to ARISS"			
(17) Selected "Send reservation letter"			
(18) Closed REQUEST			
j. Returned to GCRc and refresh the screen			
(1) Left clicked on appropriate applicant			
(2) Selected "process an applicant"			
(3) Selected "Annex Forms"			
(a) Briefed annex, sign and save to ERM, print and close screen			
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(5) Validated everything saved into ERM			
k. Assembled all required documents and submit to SGC who will review applicant's enlistment record to ensure completeness and accuracy prior to MEPCOM processing for the pre-enlistment interview (PEI), and swear-in ceremony.			
l. Sent applicant and required forms to MEPCOM operations for PEI processing.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	USAREC REG 601-96	Enlistment, Accessions, and Processing Procedures	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
79T ARNG Recruiting and Retention-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REA, SQL: 4
79T-ARNG MEPS Guidance Counselor-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REE, LIC: EN